

State of California



Department of the Youth Authority

Open Statewide Examination for

TEACHER, HIGH SCHOOL, ARTS AND CRAFTS

(CORRECTIONAL FACILITY)

Continuous Filing

Note: This bulletin cancels and supersedes the bulletin issued December 1, 2000.

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

FILING INFORMATION

Applications will be accepted on a **continuous** basis subject to the needs of the department. This is an open examination. Applications will not be accepted on a promotional basis.

EXAMINATION INFORMATION

No written test is required. The entire application will consist of completion of a **mandatory** supplemental application.

HOW TO APPLY

State applications (Form 678) are available at Youth Authority offices and facilities; the State Personnel Board at 801 Capitol Mall, Sacramento; at the State Personnel Board's Web site, www.spb.ca.gov; and at offices of the Employment Development Department. Do not submit applications to the State Personnel Board. Applications may be filed in person or by mail with:

Department of the Youth Authority

Personnel Management Services Division

4241 Williamsborough Drive, Suite 115

Sacramento, CA 95823

SALARY RANGE

Range A: \$3,504 - \$4,257

Range B: \$3,665 - \$4,454

Range C: \$3,841 - \$4,666

Range D: \$4,022 - \$4,888

Range E: \$4,213 - \$5,116

Range F: \$4,415 - \$5,631

Appointment to the appropriate range is at the discretion of the appointing power. No initial appointment shall be made above the minimum step of Range D. Prior teaching experience shall not affect the entrance rate under this criteria.

A “9/12,” “10/12” or “11/12” pay plan may be available to the employee who elects to be employed under this plan, with the approval of the hiring facility. An employee who elects to be employed and paid under the “9/12,” “10/12” or “11/12” pay plan receives the salary earned during a 9-month, 10-month or 11-month work year in 12 monthly installments. Further information regarding the plan will be available at the time of hiring.

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION

Note: It is your responsibility to make sure you meet the entrance requirements. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

All applicants must possess a valid California Teaching Credential issued by the Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examination but must have on file with the Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its equivalent is being processed or will be authorized. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission on Teacher Credentialing requirements.

No appointments will be made to permanent positions with an Emergency Credential.

MINIMUM QUALIFICATIONS

Possession of a basic teaching credential and possession of one of the following credentials or certificates:

A Single Subject Credential in the appropriate subject area or

A Standard Secondary Credential with a major or minor in the appropriate subject area or

A General Secondary Credential with a major or minor in the appropriate subject area

Note: Applicants must indicate their credential number, title, and expiration date on their state application under Section 14 or provide the written verification requested in the requirements for admittance to the examination.

(Continued on reverse.)

SPECIAL PERSONAL CHARACTERISTICS	The incumbent must be willing to continue his or her educational development; work in a state correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.
SPECIAL PHYSICAL REQUIREMENTS	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.
CONDITIONS OF PRE-EMPLOYMENT	Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the Department of the Youth Authority's Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, “No person who has been convicted of a violent or serious felony shall be employed by a school district.”
THE POSITION	<p>A teacher helps youthful offenders committed to the Department of the Youth Authority prepare to become productive and contributing members of society by instructing them in academic subjects, literacy skills, cultural diversity, career awareness and preparation, personal coping skills, and by helping them to develop socially acceptable attitudes and interests. A teacher gives both individual and group instruction according to the student’s written Individualized Education Program (IEP) and is expected to participate as a member of a Student Consultation Team (SCT) and/or an IEP team meeting when requested. Some typical teacher tasks are: performing diagnostic and prescriptive planning; preparing courses for study and daily lesson plans; planning use of materials and equipment; counseling; helping students set and meet educational needs and goals; participating in program evaluation; administering achievement and interest tests; writing evaluations; monitoring and documenting student progress; recording and maintaining educational records; participating in student case conferences; participating in curricular development and revision; participating or conducting extracurricular programs; supervising teaching assistants or other class aides when assigned; and performing other related duties.</p> <p>A teacher is expected to maintain a safe learning and working environment by maintaining appropriate control and discipline while in the classroom, controlling all materials and equipment which may be used as potential weapons, preventing escapes and injury by students to themselves and others or to property, inspecting premises and searching for contraband, such as weapons and illegal drugs. Teachers may be called upon to assume general custody responsibility in time of emergency.</p> <p>A teacher plays an important role in the total rehabilitation process as well as teaching and managing the learning and interactive experiences of students in his/her classroom. Teachers are an integral part of the team concept. They may work as a member of an interdisciplinary treatment team that combines the services of staff in the custody, academic vocational, psychiatric and casework areas. A teacher provides educational information which helps team members make better decisions to meet student treatment needs.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a <i>mandatory</i> supplemental application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the supplemental application.</p> <p>All candidates who meet the requirements for admittance to this examination will be required to complete the supplemental application, which will be mailed at a later date. Persons who do not return the completed supplemental application will be considered to have withdrawn from this examination. The information on the supplemental application will be used to assess, on a competitive basis, each candidate’s relevant education and experience. The supplemental application will be evaluated by using a predetermined rating criteria.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining of the supplemental application will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles and methods of teaching2. Principles of educational psychology as applied to teaching3. Current trends in educational methods4. Remedial teaching techniques and adapting instruction to the students' deficiencies5. Emotional problems of students at state correctional facilities <p>B. Ability to:</p> <ol style="list-style-type: none">1. Provide leadership and motivation to youthful offenders2. Teach and supervise these individuals3. Work effectively with other disciplines4. Gain the interest, respect and cooperation of students5. Develop socially acceptable attitudes in students6. Communicate effectively7. Analyze situations accurately and take effective action8. In some positions speak fluently one or more variations of a specified second language in addition to English
ELIGIBILITY INFORMATION	Names of successful competitors are continuously merged into the hiring list in order of final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the department warrants a change.
VETERANS' PREFERENCE POINTS	Veterans preference points will be granted in this examination. (See "GENERAL INFORMATION" on this bulletin for additional information.)

GENERAL INFORMATION

For an examination with a Supplemental Application feature, it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338, three weeks after the final filing date of his/her state application if he/she has not received a Supplemental Application.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi-departmental promotional; (4) servicewide promotional; (5) departmental open; and (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination shall be required for all applicants. In open examinations, fingerprinting and investigations of employment records and personal history shall be required.

Veterans' preference credit: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference credit and definitions of "veteran" and "disabled veteran" are available on the application for veterans preference form (SPB Form 1093), which is available from State Personnel Board at 801 Capitol Mall, Sacramento, CA 95814 or by contacting the Department of the Youth Authority at (916) 262-1338. Due to the changes in the law, which were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

Policy of nondiscrimination on the basis of disability and equal employment opportunity statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916)262-1475.

Appeal information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. ***The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.*** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

The mission of the Youth Authority is to protect the public from criminal activity by providing education, training and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitutions; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency.

In order to enhance our ability to accomplish our mission, we have a shared set of values. **We value:**

- The worth of the individual:** We treat all people with dignity, respect and consideration.
- People's ability to grow and change:** We believe people have the ability to grow and change, and we provide the opportunity for them to do so.
- Staff as our greatest resource:** We encourage staff to develop personally and professionally and to participate in decision-making.
- Ethical and moral behavior:** We demonstrate a behavior which is fair, honest, and ethical both on and off the job.
- Citizen participation:** We invite public involvement, support and assistance to plan, deliver and evaluate programs.
- Excellence:** Our performance demonstrates a commitment to and recognition of quality, dedication and innovation.
- A safe and healthy environment:** We believe that physical and mental health are important and our commitment is to provide a safe and secure working and living environment.

Department of the Youth Authority

Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Telephone: (916) 262-1338
Toll-free: 1-866-466-4CYA (4292)
Web site: www.cya.ca.gov

California Relay Service for the Hearing Impaired
From TDD phone: 1-800-735-2929
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328